Cost Sharing Reports

1911A, Cost Sharing Edit List

This report notifies the Fiscal Officer (FO) whether a new project was added or an account was deleted. The report also notifies the FO whether data was unable to be posted. If something goes wrong, this is where the FO should look for diagnostic information.

See the error code listing for an explanation of the edit list comments. Should you have questions, contact Kevin Hanaoka at 956-9242.

1914B, Cost Sharing Account Summary (a.k.a. Cost Sharing Certification)

Two copies of this report are sent each month to the FO. One copy is for ORS and the other is for the project folder.

The reports should be reviewed monthly and adjustments should be made as necessary.

Certified reports should be sent in to ORS at award termination. The fiscal year end (i.e. June 30th) certified reports should also be sent in to ORS.

1914D, Cost Sharing Log of Terminated Projects

This report notifies the FO of the terminated projects that require certification and submission to ORS.

1915B, FTE Control Summary by FO

This report allows the FO to view the total cost shared effort for personnel under his or her department’s jurisdiction. Monitoring this effort is necessary to avoid over-committing personnel.

1915C, Cost Sharing FTE Control Summary by Departments

Two copies of this report are sent each quarter to the FO. The report is similar to the 1915B, except that the report is sorted by the committed account rather than by personnel. Monitoring effort by committed account is necessary to avoid over-committing effort from that account.